

COMPUTER SKILLS INVENTORY

The Associate Degree-Nursing program relies heavily on digitally based information sharing using a computer and the internet. Basic skills such as word processing, internet-accessed information, and emailing are an absolute necessity for all Nursing students. All Nursing core courses include a Blackboard internet-based classroom to disseminate course information, documents, syllabus, learning plans, assessments, and student grades. The instructor and college will ***exclusively use*** the student Northwood Tech email account for digitally shared information.

Please self-assess your ability to perform the following computer skills. If you do not feel competent in any of the following skills, please seek assistance to learn these basic skills. Explore our [Innovative Teaching and Learning Center](#).

| Computer Skills | I am competent |
|---|----------------|
| Create, edit, and save a document in Microsoft Word. | |
| Attach a Microsoft Word document to an email. | |
| Detach and save a Microsoft Word document from an email. | |
| Save a Microsoft Word document to a folder on a computer and to an external source such as a "jump drive". | |
| Upload a Microsoft file from a personal computer or campus network folder. | |
| Access MyNorthwoodTech student email account. | |
| Utilize emailing functions such as creating an email message, detaching/attaching Microsoft Word documents within the Northwood Tech Student Web Mail | |
| Access and use a Blackboard course. | |
| Access valid healthcare web sites through the Northwood Tech iTLC Academic Resources | |
| Feel comfortable using various software applications, with instruction. | |
| Feel comfortable and willing to use various learning platforms and electronic collaboration tools | |

Student Name _____

Student ID _____

Student Signature _____
(typed name will suffice for signature)

Date completed _____